

Governor's Workforce Investment Board Executive Committee

**Conference Call
April 20, 2006**

MINUTES

Committee Members Present: Dan Miles, Chair; Evan Barrett; Marty Copps; Dave Crum; Georgia Gibbs-Atkinson; Mike Grove; and Robbe Lindsay.

Committee Members Absent: Keith Kelly, Lane Larson, Mike O'Neill, Arlene Parisot, and John Prinkki.

Staff: Pam Watson, Chris Wilhelm, and Jessica Snyder.

Guests: Kathy Yankoff, Suzanne Ferguson, Polly LaTray, Kate Kahle, Ingrid Childress, Dore Schwinden, Webb Brown, Jay Reardon, Connie Kinsey, and H. Eric Johnson.

Welcome and Introductions

Chairman Dan Miles called the meeting to order at 1:05 p.m. Jessica Snyder conducted roll call and Pam Watson reviewed the documents in member's packets.

Approve Agenda

Due to a scheduling conflict, Evan Barrett requested to change his WIRED Grant Update to the second agenda item. Evan Barrett moved to approve the amended agenda and Mike Grove seconded the motion. The motion carried unanimously.

Action Items

Healthcare Worker Initiative from Economic Development Committee Meeting

Economic Development Committee Chair Mike Grove reported the Economic Development Committee had been evaluating the tasks and goals of the last committee including Montana's healthcare worker shortage. On April 7, 2006, the committee heard reports from Roberta Yager with the Montana Hospital Association (MHA) regarding a study the MHA conducted which showed a large turnover and staff shortage in every region of the state and demand for healthcare workers will only increase. The Research and Analysis Bureau provided a report to the committee evaluating the healthcare industry and the report showed that the healthcare industry's wages are higher than Montana's other industries. Chairman Grove stated the committee members asked him to contact SWIB Chairman Dan Miles about developing a healthcare taskforce. The Governor considered writing the WIRED grant for the healthcare shortages and healthcare is an important issue to the administration. Chairman Grove stated the taskforce would identify the shortages and the regions within which they exist, identify the cause of the shortage, and suggest remedies to the identified shortages so that they can make recommendations on priorities and the best places to target resources.

Chairman Miles asked for the pleasure of the Executive Committee. Evan Barrett stated the initial decision for the WIRED grant was toward healthcare issues but there was not enough data due to the time constraints of the application. Mr. Barrett stated healthcare is an issue and an opportunity and recommended a taskforce be developed of private sector members with a SWIB member as the chair.

Evan Barrett moved to authorize the SWIB Chair, in cooperation with the Governor's office, to appoint members and a chair for a healthcare taskforce which would identify the shortages and the

regions within which they exist, identify the cause of the shortage, and suggest remedies to the identified shortages so that they can make recommendations on priorities and the best places to target resources. Mike Grove seconded the motion and the motion carried unanimously.

WIRED Grant Update

Mr. Barrett reported on the roll out of the WIRED grant on May 16-18, 2006 starting in Billings and then going to the WIRED area. The rules governing the grant have been published by the United States Department of Labor and there are several projects around the state that are developed, but it is still unknown as to how many more will be developed. The expectation is that the demand will be high.

Approve SWIB Statewide MOU

Pam Watson reported minor changes have occurred due to the public comment received. The first change was the removal of the table of services provided. Ms. Watson stated North Dakota's MOU was used as a model and the table was not applicable to Montana. The other change was the addition of the Tribal Chairs and Presidents signatures. Bruce Day, Rural Employment Opportunities, had contact Ms. Watson to be a signor on the MOU for the Migrant and Seasonal Farmworker programs. The Executive Committee agreed by consensus to approve all changes to the MOU. Marty Copps moved to approve the SWIB Statewide MOU as revised and Dave Crum seconded the motion. The motion carried unanimously.

Adopt Revised Operating Procedures

Pam Watson reviewed the changes to the SWIB's Operating Procedures. The changes were made to Article 10- QUORUMS due to the fact that the Youth Council will not have a majority of SWIB members because there aren't enough SWIB members that can represent the required entities. Therefore, the majority will be ad hoc members. Mike Grove moved to approve the revised Operating Procedures and Marty Copps seconded the motion. The motion carried unanimously.

Next SWIB Meeting

Chairman Miles stated staff is working on a WIRED grant panel and a panel of service providers to present at the next meeting. SWIB members were surveyed about attendance at the June 8 and 9, 2006 meeting due to the Restoration Forum and most members will be present. The Executive Committee agreed to hold the meeting on June 8 and 9, 2006 at the Colonial Inn in Helena.

Information Items

Transition Update

Kathy Yankoff reported 112 service provider staff attended the Technical Assistance Training which focused primarily on information regarding the new consolidated Policy Manual, quality case management, and MontanaWorks. The final close out with Montana Job Training Partnership took longer than expected but approximately \$1.2 million dollars will be reallocated.

Ms. Yankoff reported the state has received the preliminary funding for next year and the Adult and Youth programs' funding will decrease but the Department of Labor and Industry will off set the reductions so service providers will not feel an impact when the new provider agreements are issued in June.

Chairman Miles asked if service providers were using MontanaWorks. Ms. Yankoff referred the question to Kate Kahle who stated service providers had been using MontanaWorks and validation of performance was occurring. Chairman Miles asked if the service providers were performing accurately. Ms. Kahle stated that the service providers were meeting performance. Chairman Miles asked if the service providers were evaluated by the employers and participants. Ms. Yankoff stated that a phone survey is done to both employers and participants and that the results have to be reported to USDOL. Chairman Miles asked if the service providers are asked to evaluate the administrative entity. Ms. Yankoff stated that the service providers are customers and that

something could be implemented. Chairman Miles asked Ms. Yankoff to please pursue an evaluation of the administrative entity. Ms. Yankoff stated that evaluations were received from the Technical Assistance Training and during monitoring. Chairman Miles asked that the Executive Committee receive a report regarding evaluations.

Audit Report

Suzanne Ferguson reported the one hundred percent file review for Project Challenge: Work Again had been complete and a letter has been sent to Project Challenge: Work Again stating that in the review of the Dislocated Worker Programs, a little more than \$47,000 was disallowed and approximately \$330,000 has been questioned. Ms. Ferguson stated the Department is working with Project Challenge: Work Again to get documentation to support the \$330,000 to lower that cost and the Department is also in the process of a repayment agreement for the \$47,000. The Department of Labor and Industry has received full cooperation from Project Challenge: Work Again and the questionable payments stopped a year ago.

Dave Crum stated that it was a significant amount of money that was misappropriated. Ms. Ferguson stated the money was paid to eligible participants but the payment was not supported with documentation. The Department of Labor and Industry does not think it was fraud or misappropriation and Project Challenge: Work Again is a great service provider and partner. Mr. Crum asked if other programs have disallowed costs. Ms. Ferguson stated other state agencies have disallowed costs, and reminded the committee that these are not yet considered disallowed costs, but are currently questioned. Mr. Crum stated he questioned keeping Project Challenge: Work Again as a service providers for another year because the state needs program operators who are responsible for documentation and training and asked if Jay Reardon had any comments. Mr. Reardon stated he would reserve his comments until the full board meeting but that his staff has met with the Department staff and this issue is being resolved.

Report on Chairs Meeting in DC

Chairman Miles reported he attended the National Governor's Association State Workforce Board Chairs and Staff Winter Conference with Pam Watson and Chris Wilhelm on February 24-26, 2006 in Washington D.C. The meeting was well attended and attendees heard reports regarding WIA reauthorization, the budget, and presentations on other workforce issues. WIA reauthorization passed the House of Representative in March of 2005 and is in the Senate for consideration but it is unlikely that WIA will be reauthorized this year. Chairman Miles reported that the attendees also were presented with information on Work Readiness Credentials which determine if a participant is trainable but not trained for a specific job. The State Workforce Board Chairs and the National Association of Workforce Boards met jointly and will be sending a letter detailing common goals and encouraging WIA reauthorization.

Status of Youth Council

Chairman Miles reported recommendations were made to the Governor's Office and the Governor wanted the Council membership to be minimized to twelve members. Since then, a recommendation for a thirteen member Youth Council has been made to the Governor but no final appointments have been made.

Committee Reports

One Stop Development Committee

Committee Chair Marty Copps reported the committee had two meetings. At the meeting on March 8, 2006, the committee reviewed draft one-stop certification packets that had been submitted to staff. The committee members agreed to send letters to the existing four certified one-stops regarding the recertification process and a letter to each Community Management Team (CMT) encouraging them to submit a request for certification. The committee reviewed definitions for system, center, JobLINC, and operator. Jessica Snyder has developed a CMT directory. Chairwoman Copps reported the committee met again on March 15, 2006 and will be making two

recommendations to the full board at the next meeting. The first recommendation will be to keep the JobLINC logo as a statewide identifier and the second is for the SWIB to approve the definitions.

Workforce System Committee

Committee Chair Robbe Lindsay reported the committee met on March 9, 2006 and discussed career clusters, the High School Initiative, the IPI Project, and reviewed the historical WIA funding. Chairman Lindsay is researching alternative meeting methods such as teleconferencing and will be providing a cost analysis soon. There will also be additional information presented regarding this issue at the next committee meeting.

Economic Development Committee

Committee Chair Mike Grove reported the Economic Development Committee met on April 7, 2006 and discussed the WIRED grant and Montana Economy at a Glance Report. The committee reviewed the Montana Development Report Card which rates individual states on three main categories: performance, business vitality, and development capacity. Montana scored "C"s for performance and development capacity and dropped one grade to a "D" for business vitality. The report card has improved over the past years. Staff will also be looking to see if the H-1B grants are still available. Also discussed during this meeting was the healthcare shortage issue which was addressed earlier in this meeting under Action Items.

Apprenticeship Advisory Committee

Due to Committee Chair Mike O'Neill's absence, Pam Watson reported that the committee met twice. On March 16, 2006, it was reported to the committee that work on the concept of establishing a Line College at the College of Technology in Butte continues and an advisory board is close to being developed. The committee met again on April 13, 2006 to develop a memorandum of understanding that will be a broad overview for any entity that wants to develop a trade education program. The committee took unanimous action to direct staff to draft an MOU based on the committee's recommendations. Chairman O'Neill also wanted Ms. Watson to inform the Executive Committee that Mark Maki has provided very good education to the committee members on best practices in the apprenticeship arena.

Adjournment

With no further business, the meeting adjourned at 3:30 p.m.